



# Job Opportunity

## State Controller's Office

**Position:** AMENDED  
Legislative Coordinator, State Controller's Office  
(Limited term - 12 months - 2 Positions)

Statewide

**Location:** Executive Office  
300 Capitol Mall, Sacramento, CA 95814

**Issue Date:** November 23, 2005  
**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Denise Cruz, (916) 322-8142

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**  
**Position Number(s):** 051-720-5343-002  
051-720-5343-XXX

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under administrative direction of Senior Executive staff, the incumbent will serve as the principal consultant and policy advisor to the State Controller on the agency's legislative program. The incumbent will plan, organize and direct State and Federal legislative programs relative to the State Controller's Office and the various Boards and Commissions of which the Controller is a member. Duties may include but are not limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Coordinates the legislative program for the State Controller's Office;
- Represent the State Controller before various policy committees; responds to requests for assistance regarding agency specific legislation on behalf of the State Controller;
- Serves as liaison between the agency and the Legislature; makes presentations to individual legislators, staff and/or committee hearings regarding the agency's position on various legislation;
- Negotiates changes to program policy and the agency's position on related legislation;
- Supervises a staff engaged in internal processing of all new agency specific legislation for review;
- Refers proposed legislation to management, Boards and Commissions as required;
- Reviews all analyses upon return; summarizes and prepares reports on all bills introduced into the Legislature for use by the State Controller's staff; and,
- Prepares sensitive public policy position statements for release to the media.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Executive Office  
300 Capitol Mall, Suite 619  
Sacramento, CA 95814

Attn: Denise Cruz